

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) (POSITION CONTROL)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.

30%

POSITION TRACKING AND MONITORING

Assists the Associate Personnel Analyst (Position Control) with the annual Schedule 8 summary and detailed tabulation.

Identifies requirements, processes, submits and monitors completion of Change in Established Position (STD607) forms for new positions, reclassifications, abolished positions, program reorganizations and other changes as needed.

Maintains the roster of all budgeted positions and compares roster to the Management Information Retrieval System (MIRS) reports, position control cards, and monthly reports received from the State Controller's Office (SCO). Works with SCO on an ongoing basis to ensure: all positions are properly classified; vacant positions are not lost due to GC 12439; and positions are not over expended or abolished. Assists the Associate Personnel Analyst (Position Control) in reconciling all budgeted positions.

Acts as backup for the Associate Personnel Analyst (Position Control) during absences.

25%

HOSPITAL'S POSITION CONTROL SYSTEM MAINTENANCE

Analyzes and updates the Hospital's Position Control automated system and the roster cards on a flow basis to ensure: all employee information is maintained accurately; employee separation information is tracked; and expiration dates of employees on limited-term, temporary and emergency appointments, Training and Development assignments and retired annuitant appointments are monitored.

Maintains and updates zero base drills on an ongoing basis to ensure that filled, vacant, and contracted positions are reflected accurately.

Maintains the blanket positions and reflects any changes.

20%

REPORT AND DRILL COMPLETION

Gathers information, analyzes data, and prepares clear, concise and

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comprehensive statistical reports, graphs and correspondence as requested by Hospital Administration and Department of State Hospitals – Sacramento, on vacancies, blanket expenditures, total budgeted positions, overtime, turnover, projected staffing levels, salary increase costs and other statistics as required. Review and submit STD 407 to establish, delete, or change Header information. Work with the Accounting Department when Headers are newly established or deleted. Assist in creating blanket numbers as needed.

- 10% **BLANKET EXPENDITURE MONITORING**
Monitors monthly blanket expenditure reports to ensure pay comes out of appropriate overtime and temporary help blankets. Notifies transactions staff of corrections to be made, if any. Posts and totals monthly expenditures. Forwards information to Accounting Department to move budget monies to cover blanket expenditures.
- 10% **REQUEST FOR PERSONNEL ACTION PROCESSING**
Reviews submitted Request for Personnel Action (Form H) packages to determine appropriateness of vacancy, time base, and tenure of position. Provides verbal and written communication and interpretation of rules, regulations, and policies to Hospital Administration, Program and Department Heads, and Personnel staff to ensure correct hiring and activation process. Reconcile positions as needed with Department heads to ensure they remain within their allocations.
- 5% Performs other duties and completes special projects as required.
- 0% **SITE SPECIFIC DUTIES**
None.
- 0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Staff Services Analyst (General) functions under the supervision of the Staff Services Manager I (Supervisor) (Pay and Benefits Manager).

3. SUPERVISION EXERCISED

The Staff Services Analyst (General) does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and, governmental functions and organization.

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ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and, gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews

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whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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